



Topic
1.2

Career Information

Management

C I M



PURPOSE

- Provides a basis for establishing/managing a Career Development Program.*
- Set a minimum standard for retention program
 - To implement you need to use all the command resources by decentralizing the Career Development Team
 - Unit / Division / Work Center counselors take on the responsibility for counseling
- Make full use of the chain of command
 - Increased credibility for the chain of command
 - Provides an increase in counseling of supervisory personnel



IMPORTANCE OF TRAINING THE CAREER DEVELOPMENT TEAM

- Increase efficiency of command retention efforts
- Team members will know their responsibilities
- Increases the credibility of Career Development Team



ROLES & RESPONSIBILITIES

of key members of the Career Development Team

Commanding Officer

- Senior Career Counselor - ultimately responsible for establishment of a formal CIM

Executive Officer (or staff equivalent)

- Ensure policies of Commanding Officer are published and enforced
- Ensures Retention Team receives 1 day CDTC.
- Establishes & Monitors effective command CIM system.



ROLES & RESPONSIBILITIES

of key members of the Career Development

team

Command Master Chief / Senior Enlisted

Works closely with CCC on advising CO/XO on the direction, execution, and effectiveness of CIM

- Responsible for overall effectiveness of Sponsor and Indoctrination Program, Check-in Process, and CDB



ROLES & RESPONSIBILITIES

of key members of the Career Development Team

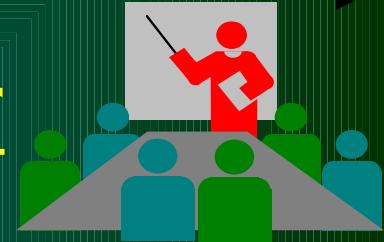
- Department Head, Division Officers and Supervisors
 - Oversees the Departmental Career Development Program
 - Screen Department / Division personnel for upward mobility



ROLES & RESPONSIBILITIES

of key members of the Career Development Team

- Command Career Counselor
 - Career Information Manager
 - Principal advisor to CO for retention
 - Report directly to CO/XO for career issues





ROLES & RESPONSIBILITIES of key members of the Career Development Team

- Unit/ Departmental/ Divisional Career Counselor
 - Conduct interviews and report results
 - Keep chain of command informed of assigned personnel career intentions
 - Screen training / service records



PERSONNEL SUPPORT FUNCTIONS

- Personnel Support Activity Detachment (PSD), Disbursing, Medical, Public Affairs Office,
- Legal, Ombudsman, Fleet & Family Support Centers



CAREER DEVELOPMENT TEAM MEETINGS

- Purpose

- Allows for distribution of information, gathering information, decision making, or problem solving



CAREER DEVELOPMENT TEAM MEETINGS

- Frequency

Monthly - Tailored to a particular group with the same common interest

Quarterly- Conduct Command Retention Team Meetings, W/ CO, XO & CMC

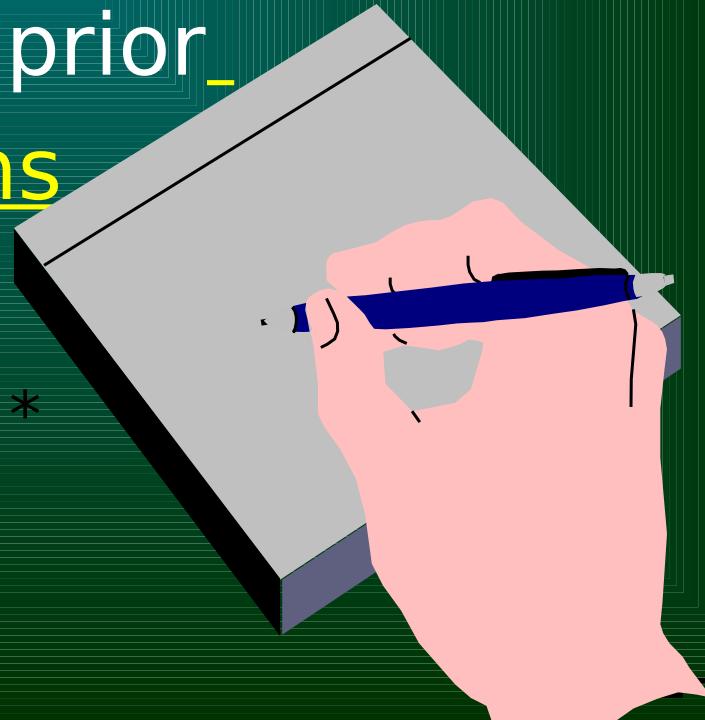


PREPARATION FOR MEETING

AGENDA

Agenda distribution

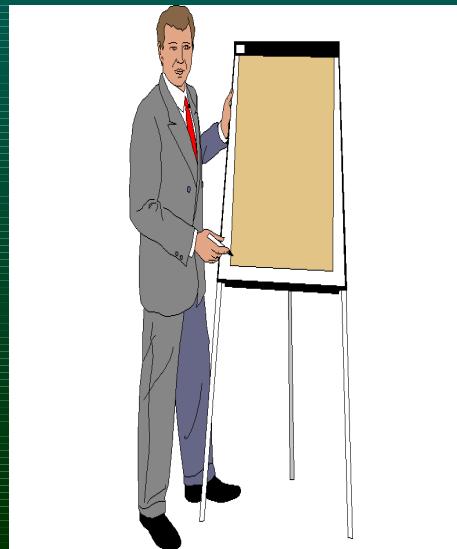
- Consider distributing a written agenda to members 2-3 days prior
- Required Agenda items
- Review Loss tracking*
- Any chits still pending*
- Gains*





CONDUCTING THE MEETING

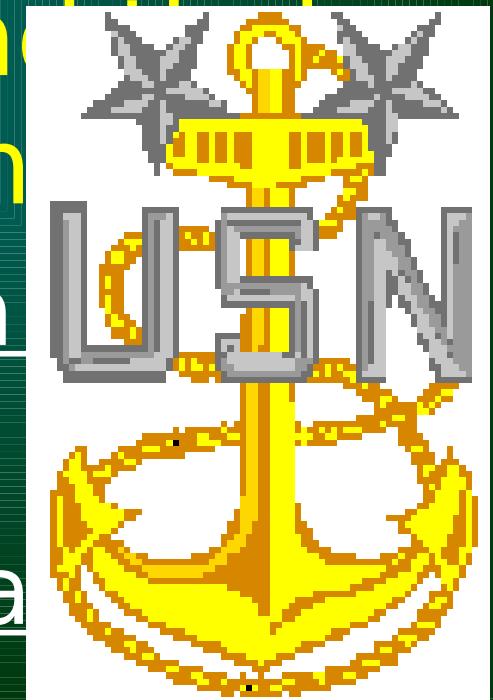
- CCC is the chairperson
- Leads discussion
- Maintains the focus
- Minutes





PERSONNEL ENTRY SYSTEM

- To guarantee that the career information needs of all newly reporting members and family members are met
- Sponsor & Indoctrination
- Check-in process
- Career Development Board





INTERVIEW/CDB SYSTEM

- ***Purpose***

- To allow CCC to schedule and monitor all board information.*

- ***Tickler system***

- **Fully Automated**
- **NSIPS**
- **NTMPS**
- **CIPM software**

- **Semi-automated**

- **Word processing database**

- **Manual**

- **Card system**
 - **File folders**



COMMUNICATIONS SYSTEM

- Communication is the KEY!
- Use newsletters, boards, POD, POM
- Website





LOSS TRACKING SYSTEM

- Developed to ensure all personnel are counseled approaching EAOS, EOS, PRD & HYT*
- Identify 12 months out



PROGRAM EVALUATION SYSTEM

- Management tool to provide commands with evaluation of programs and support
- Command diagnostic
- Incorporate with Command EO



PROGRAM MANAGER

- **Managing the Program**

- Provide 30% of counseling*
- Provide statistics



RECOGNITION FOR ACHIEVEMENTS

- Short news article
 - Reenlistment / Retirements / Promotions
- Fleet Home Town New Release



Any Questions



On CIM